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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700160010-5

*Office Memorandum* • UNITED STATES GOVERNMENT

**TO :** Chief, Management Staff

**DATE:** 31 March 1959

**FROM :** Chief, Administrative Staff, PIC

**SUBJECT:** Request for Filing Equipment

1. It is requested that one filing cabinet, 2-drawer, cap size, with combination lock be delivered to Steuart Building.

2. An excess of 40 percent of the material to be filed in this cabinet will consist of legal-size documents.

3. This certifies that this office has complied with the utilization of Agency Notice No.  "Procurement and Use of Filing Cabinets".

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4. For any additional information please contact   extension

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 31 March 1959

FROM : Chief, Administrative Staff, PIC

SUBJECT: Request for Filing Equipment

1. It is requested that five filing cabinets, 5-drawer, cap size, without lock be delivered to the Steuart Building.

2. An excess of 40 percent of the material to be filed in these cabinets will consist of legal-size documents.

3. This certifies that this office has complied with the utilization of Agency Notice No.  "Procurement and Use of Filing Cabinets".

4. For any additional information please contact   extension .

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